

Multi-Category Decisions

Overview & Highlights

Important Notes to keep in mind:

- Review “**Project Description**” and any posted “**Public Notices**” carefully before selecting which decisions you want to submit to
- Before the opportunity closes, you have the option to change which decisions you are submitting to by going back to Step 1 of your submission
- You can submit to as many decisions as you would like/are able to satisfy
- Pay close attention to the **tags** on pieces of Requested Information to ensure what you are submitting matches the decision
- Review, download and fill out all “**Supporting Documentation**” and “**Requested Information**” well in advance.
- We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission

Quick Resources

Video Walkthrough

Detailed training: Check out our full training video on submitting to [Multi-Category Decisions](#).

Quick Video: Check out our high-level overview video, which contains a walkthrough of the [Vendor Registration and Submission](#) process

Bonfire Resources/Articles:

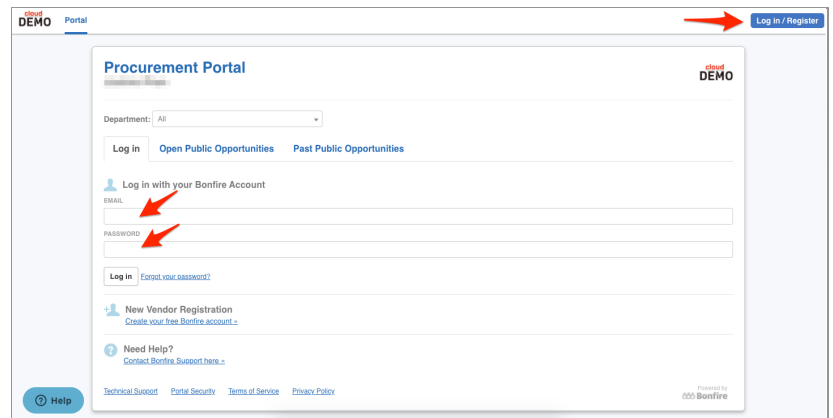
- [Creating and Uploading a Submission \(for Vendors\)](#)
- [How do I change which categories/decisions I'm submitting for?](#)

Multi-Category Decision Process

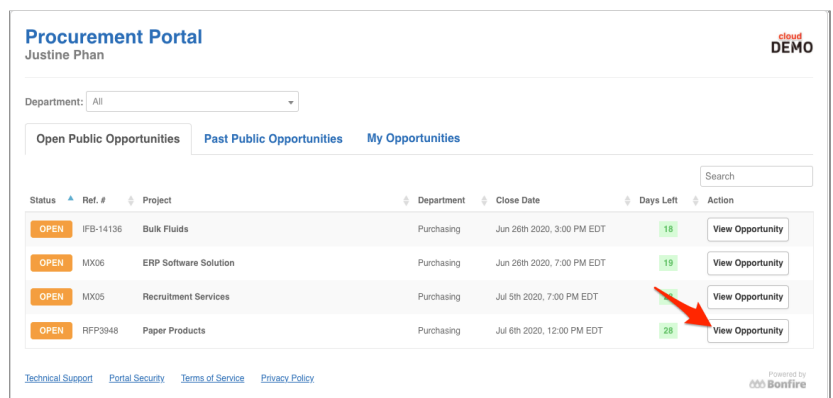
Accessing the Opportunity

Getting to the right location

- ❑ **Log into the portal.**
(If you do not have an account please [Register](#) for one)



- ❑ **Search and find your opportunity**
(under the “Open Public Opportunities” or “My Opportunities” [for invited projects] tabs.)
- ❑ If you are looking to continue with an Opportunity you had previously started - [Resuming my Submission](#)

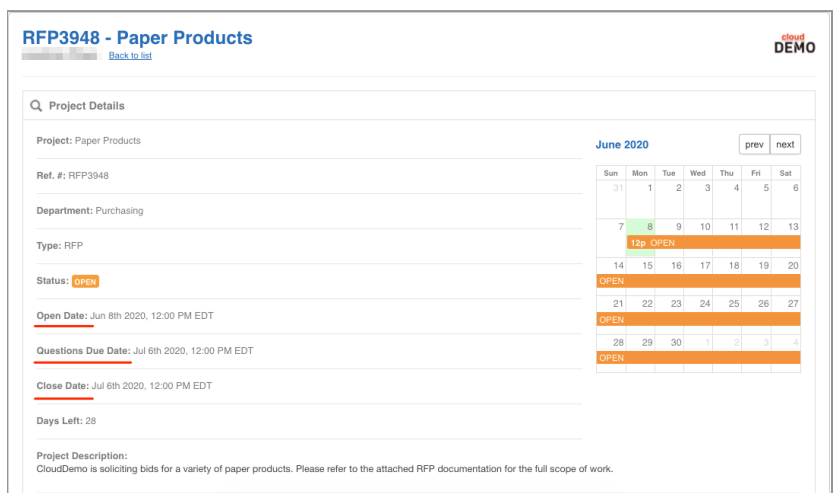


Status	Ref. #	Project	Department	Close Date	Days Left	Action
OPEN	IFB-14136	Bulk Fluids	Purchasing	Jun 26th 2020, 3:00 PM EDT	18	View Opportunity
OPEN	MX06	ERP Software Solution	Purchasing	Jun 26th 2020, 7:00 PM EDT	19	View Opportunity
OPEN	MX05	Recruitment Services	Purchasing	Jul 5th 2020, 7:00 PM EDT	20	View Opportunity
OPEN	RFP3948	Paper Products	Purchasing	Jul 6th 2020, 12:00 PM EDT	28	View Opportunity

Navigating the Opportunity

Project Details & Important Events

- ❑ Note key project dates and details under the “Project Details” section



RFP3948 - Paper Products

Project Details

Project: Paper Products

Ref. #: RFP3948

Department: Purchasing

Type: RFP

Status: **OPEN**

Open Date: Jun 8th 2020, 12:00 PM EDT

Questions Due Date: Jul 6th 2020, 12:00 PM EDT

Close Date: Jul 6th 2020, 12:00 PM EDT

Days Left: 28

Project Description:
CloudDemo is soliciting bids for a variety of paper products. Please refer to the attached RFP documentation for the full scope of work.

Calendar for June 2020:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

- ❑ Check **“Important Events”** section for additional events and deadlines

Important Events:

Status	Event Name	Location	Description	Dates	Mandatory
ONGOING	Open Date	Online Portal	Posting date for the Opportunity	Jun 8th 2020, 12:00 PM EDT	N/A
UPCOMING	Intent to Bid Due Date	Online Portal	Deadline to indicate your intent to Bid	Jun 19th 2020, 12:00 PM EDT	N/A
UPCOMING	Close Date	Online Portal	Deadline for Submissions	Jul 6th 2020, 12:00 PM EDT	N/A
UPCOMING	Questions Due Date	Online Portal	Deadline to submit Questions	Jul 6th 2020, 12:00 PM EDT	N/A

Supporting Documentation

- ❑ **Download** and **Review** all documents provided by the purchasing organization under the **“Supporting Documentation”** section

Supporting Documentation:

File	Type	Description	Date Created	Actions
Appendix A.pdf	Documentation		Jun 8th 2020, 4:22 PM EDT	Download
Appendix B.pdf	Documentation		Jun 8th 2020, 4:44 PM EDT	Download
Appendix C.pdf	Documentation		Jun 8th 2020, 4:22 PM EDT	Download
RFP3948 - Official RFP.pdf	Documentation		Jun 8th 2020, 4:21 PM EDT	Download

Decisions

- ❑ Note the different available decisions that you can choose to submit to.

Decisions:
When preparing your submission on Bonfire, you will first be asked to select the Decisions you want to submit to. Based on your selections, Bonfire will build the list of Requested Information that you will need to provide.

This project has multiple Decisions that you can submit to listed below:

CONSTRUCTION SERVICE	→	ELECTRICAL
CONSTRUCTION SERVICE	→	GENERAL CONTRACTOR
CONSTRUCTION SERVICE	→	MECHANICAL

Requested Information

- ❑ Note the details of what is required as part of your submission under the **“Requested Information”** section.
- ❑ If the project requires a BidTable or Questionnaire, you can **download** the template in this section.

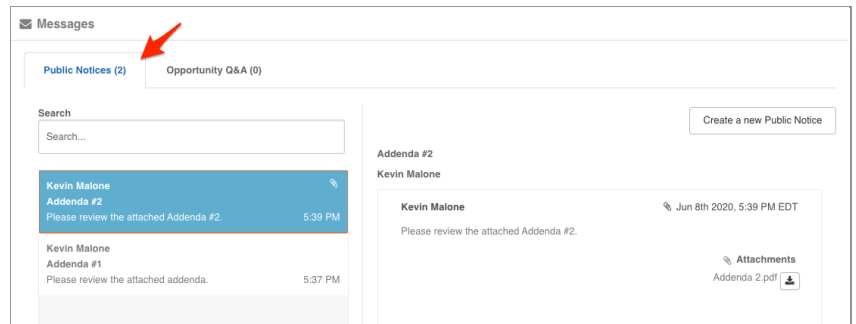
Requested Information:
Listed below are the documents and information needed to complete your submission:

Name	Type	# Files	Requirement	Instructions	Actions
BidTable (BT-24ES)	BidTable: Excel (.xlsx)	1	REQUIRED	You will need to fill out the provided Response Template for this BidTable.	Download
Bid Form	File Type: PDF (.pdf)	Multiple	REQUIRED		
Insurance Form	File Type: PDF (.pdf)	Multiple	REQUIRED		
Sample Project List	File Type: PDF (.pdf)	Multiple	REQUIRED ECS	When submitting 'Sample Project List' you will need to provide a PDF (.pdf) for: ECS that you are bidding on.	
Mechanical Certification	File Type: PDF (.pdf)	Multiple	REQUIRED MECHANICAL	When submitting 'Mechanical Certification' you will need to provide a PDF (.pdf) for: MECHANICAL that you are bidding on.	
Electrical Certification	File Type: PDF (.pdf)	Multiple	REQUIRED ELECTRICAL	When submitting 'Electrical Certification' you will need to provide a PDF (.pdf) for: ELECTRICAL that you are bidding on.	

- ❑ Pieces of Requested Information that are decision-specific will be tagged, showing you what is required for different decision submissions.

Messages

- ❑ Check the **“Public Notices”** tab for any new information about the project (ex. addenda).
- ❑ If **“Opportunity Q&A”** is open (check Questions Due Date from Project details section), you can directly send the Project Owner any project related question you may have under that tab.



Uploading Your Submission

Prepare Your Submission

- ❑ Note key project details and Project Description under the **“Project Details”** section.
- ❑ Make any necessary changes to your contact information.

Select Decisions

- ❑ Use the checkboxes to select which decisions you would like to bid on. Once you have made your selections, click **Step 2: Upload Your Files.**

Provide Submission Information and Upload Files

- ❑ Any Requested Information *without* a tag will be required no matter what, while any *with* a tag may differ depending on the decisions you selected in the previous step.
- ❑ Upload and fill out the required information.

Submission Check

- ❑ Do a final check that you have all of your information filled out and files uploaded (green validation circles).

Step 2: Provide Submission Information

Click Upload File to add a requested document. Please note the type and number of files allowed for each requested document. The maximum file size accepted is 1000 MB.
Click Edit to enter a data or text answer.

Field	Required	File Type	# Files	Validation
Bid Form	REQUIRED	PDF (.pdf)	Multiple	Green validation circle and checkmark
Insurance Form	REQUIRED	PDF (.pdf)	Multiple	Green validation circle and checkmark
Sample Project List (MECHANICAL)	REQUIRED	PDF (.pdf)	Multiple	Green validation circle and checkmark
Sample Project List (ELECTRICAL)	REQUIRED	PDF (.pdf)	Multiple	Green validation circle and checkmark

Submit & Finalize

- ❑ Check off "I understand that I can't change any of the submission details or documents once the project closes." box and click on the "Submit & Finalize My Submission" button.

Step 3: Submit & Finalize

☒ I understand that I can't change any of the submission details or documents once the project closes.

SUBMIT & FINALIZE MY SUBMISSION

- ❑ CONGRATULATIONS on completing your Submission! You will now be directed to the **Submission Receipt**

Post Submission Resources

- [Can I revise my submission?](#)
- [How do I find my submission confirmation?](#)
- [Finding Award Information](#)